

Board of Selectmen
REGULAR MEETING
June 7, 2011 – 5:00 PM
Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 5:00 pm. Selectman Linda Finelli and Administrative Assistant Patti Handy were also present; Selectman John Bendoraitis joined the meeting at approximately 5:30 pm. Audience: 14.

2.0 **Public Forum**
None

3.0 **Minutes**

3.1 Motion made by Finelli, seconded by Okonuk to approve the minutes from the May 3, 2011 Regular Meeting. Vote: Yes, unanimous.

3.2 Motion made by Finelli, seconded by Okonuk to approve the minutes from the May 10, 2011 Special Meeting. Vote: Yes, unanimous.

3.3 Motion made by Finelli, seconded by Okonuk to approve the minutes from the May 17, 2011 Special Meeting. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to add Item 3.4: Discuss and act upon approving the minutes from the May 9, 2011 Special Meeting. Vote: Yes, unanimous.

3.4 **Motion made by Finelli, seconded by Okonuk to approve the minutes from the May 9, 2011 Special Meeting. Vote: Yes, unanimous.**

4.0 **Correspondence**

4.1 Okonuk shared a letter received from a seasonal resident regarding year-round status at Amston Lake; the Selectmen agreed that this is a Zoning matter and will respond to letter accordingly.

4.2 Okonuk shared a letter from the Lake Williams Beach Association regarding street signs and street lights. The letter pointed out safety concerns involving signs and the discontinued street lights. Okonuk said that she will address the street sign concerns with the Public Works Department. However, the Lake Association was given written notice of the discontinuance of the street lights in 2009 and given the opportunity to assume the charges for the lights; they did not respond. Okonuk will contact the Lake Association and discuss the signage issue and give them the information needed to have the lights reconnected if they wish to assume the responsibility.

5.0 **Police Report**
None

6.0 **New Business**

6.1 Justin Starr, a sophomore at Lyman Memorial High School was present to explain his proposed Eagle Scout project to build an announcer's booth at the Aspinall Recreation area. Starr explained that as part of his requirements for attaining Eagle Scout status he must complete a service project that would give back to his community. He chose this project because as a student athlete he has noticed the need for an announcer's booth at the field. He presented a well-planned project complete with a detailed sketch of the proposed booth. The Selectmen were very impressed with his proposal. **Motion made by Finelli, seconded by Okonuk to approve the Eagle Scout project of Justin Starr to build an announcer's booth at the Aspinall Field Recreation Area. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.**

6.2 **Motion made by Okonuk, seconded by Finelli to pay the following bills for the Summer Dance Fest Committee: \$500.00 to Jo-Ann Pomo (D.J.); \$275 to Bella the Clown; \$345 to Glastonbury Inflatables (tent); up to \$600.00 to Sue Leone (raffle prizes); \$3,750.00 to Pyro-FX Entertainment (fireworks display); \$250.00 to Clubhouse Inflatables (moonwalks); \$600.00 to Jim Kudej (musical entertainment); and \$600.00 to C&J Septic (porta-potties). Vote: Yes, unanimous.**

6.3 Marion Russo, Chair of the Summer Dance Fest Committee presented a request from the Committee to consider a change in the fireworks display for Summer Dance Fest 2011. The Committee would like to have a partial, low fireworks display on the “mound” on the Lebanon Green. Fire Marshal Scott Schuett, Fire Chief John Lyon and Emergency Management Director/Burning Official Byron Lennox were all present to provide logistical information and concerns with the proposed display. They all agreed that safety was of paramount concern and discussed the required set-backs and whether or not there was enough space at the proposed site. Okonuk brought up the issue of parking and how this would affect it. More discussion followed and more concerns were raised regarding space requirements and safety. It was decided to keep the display as it has always been and not add this new feature. The Summer Dance Fest is scheduled for July 9, 2011, with a rain date for fireworks only on July 10th.

6.4 Tax Collector Joyce Hofmann presented the 2011 Tax Suspense List to the Selectmen for approval. **Motion made by Okonuk, seconded by Bendoraitis to approve the 2011 Tax Suspense List for motor vehicle and personal property in the amount of \$32,028.12. Vote: Yes, unanimous.**

6.5 Alicia Wayland, member of the Jonathan Trumbull Jr. House Board of Historical Preservation, presented the minutes and explained her Board’s recommendation for awarding the bid for the Historic Structures Report/Conditions Assessment Grant for the Jr. House Museum. The consultant proposed is quite experienced and comes highly recommended. **Motion made by Finelli, seconded by Bendoraitis to award the bid for the Historic Structures Report/Conditions Assessment of the Jonathan Trumbull Jr. House to Paul B. Bailey Architect, LLC of New Haven in the amount not to exceed \$26,500.00, funds to come from the \$15,000.00 grant received from the Connecticut Trust for Historic Preservation and the \$15,000.00 previously set aside by the Selectmen from the Jonathan Trumbull Jr. House Endowment fund as the town’s matching funds for the grant. Vote: Yes, unanimous.**

6.6 The Selectmen discussed implementing the interview process for applicants for the Library Building Committee. Okonuk said that she has received letters of interest from numerous residents, and she feels that in order to appoint the best people for the Committee, the Library Board of Trustees and the Selectmen should form an interview committee to assess the interest and abilities of the applicants. Discussion followed. The First Selectman shall set up the interview panel and set forth to choose a date to implement the interviews.

6.7 Holly Sinkewicz, Chairman of the Library Board of Trustees was present to discuss changes in benefits and payroll processes for the Library staff. Their payroll is presently managed by the Finance Office and the Trustees would now like to have benefits managed there as well. Part-time employees of the Library had been receiving limited benefits based on their hours of work per week. The recommendation now being made, effective July 1, 2011, is for all part-time, non-union staff to no longer receive any benefits as is the case for the Town Hall staff. Trustees are recommending hourly wage adjustments in an attempt to bring wages somewhat comparable to Town Hall clerical staff. Also, the full-time non-union supervisor of employees (Library Director) will have benefits to mirror those of full-time union employees, consistent with the supervisor of the Public Works Department. In addition, the Library Director will now be a contributing member of the Municipal Employee Retirement Fund (MERF). Also, due to these adjustments, there will be no Cost of Living Adjustments (COLA) recommended for the FY 2011-12 for part-time staff. Bendoraitis questioned why the Library Board is asking the Selectmen to be involved in these changes as the under Connecticut Statutes the Board has certain powers, including hiring. He agreed with the consistency of administration of the staff wages and benefits, but emphasized that the supervision is still under the Board of Trustees and/or the Director. Sinkewicz agreed and said that the Board of Trustees will notify all staff of the changes in writing.

6.8 The Recreation Commission requested that the Selectmen approve hiring staff for the 2011 swim season at the Town Pool. **Motion made by Finelli, seconded by Bendoraitis to hire the Aquatic Director and up to four lifeguards for the 2011 swim season at the Town Pool. Vote: Yes, unanimous.**

6.9 In January 2011 Okonuk received a request from the Recreation Commission to increase the wage for the Recreation Coordinator, based on a motion at their January 10, 2011 meeting. Okonuk informed the Commission that she would like to meet with the Chairman and the Coordinator to review the Coordinator’s job description and evaluate performance to determine a basis for the request. Additionally, it was discovered that the motion to increase the Coordinator’s wage was made at a Special meeting and was not properly warned on

the agenda, so the motion was deemed invalid. Subsequently, the job description was revised and approved by the Commission, with changes including a requirement for CPR and First Aid certification. In addition, the job description specifies that the Coordinator must be responsible for creating and maintaining web page postings of events, schedules and registrations. Bendoraitis feels that the website should be utilized more fully, and suggested that this and all job descriptions be eventually posted on the website. Okonuk will meet with Martineau and the Recreation Coordinator to discuss the revisions as well as the request for a wage increase.

Motion made by Finelli, seconded by Bendoraitis to approve the revised job description for the Recreation Coordinator. Vote: Yes, unanimous.

6.10 Ellen Macauley, Chairman for the Economic Development Commission presented a proposal to have the EDC provide financial assistance through a small grant that they have developed for small businesses/farms. Okonuk questioned whether or not the Board of Selectmen had the authority to allow EDC operating funds, which come from tax dollars, to be given to a business as a grant. Finance Director Barbara Crouch was asked to join the meeting and provide input on the discussion. Crouch said that the BOS would have the authority if the money was given as a “deferred loan” but not as a grant. Okonuk said she believed that it would have to go through Town Meeting for approval at the time the budget is passed, but since it did not, it could not be considered for FY 2011-12. Macauley said that it was an idea that they would like to consider for the future. No action.

6.11 Jim Macauley, Energy Task Force Advisory Committee presented an update on the Lebanon Low Cost Green Buyer Group that the ETFAC is currently pursuing. He detailed some changes in current rates available and explained the difference between percentages of “green” energy. They will continue to pursue the best rate for the Town and their goal is to convince people that going green doesn’t necessarily mean more expensive. They plan to formulate a marketing agreement for the Town and plan to implement it sometime in the fall.

6.12 Okonuk asked the Selectmen for their opinions on the 3% COLA wage increase that was budgeted for part-time non-union staff for FY 2011-12. Bendoraitis questioned whether or not the Selectmen should revisit the original matrix and make adjustments if necessary. Okonuk said that making any adjustments at the end of a fiscal year raises concerns; Finelli agreed saying that any changes should be discussed at the start of the next budget season. **Motion made by Okonuk, seconded by Finelli to approve the 3% COLA wage increase for part-time non-union staff. Vote: Yes, unanimous.** The Selectmen noted, for the record, that wages for Library employees contained in the matrix has already been adjusted for FY 2011-12.

6.13 Okonuk said that she had received a request from the Girl Scouts of Connecticut for reallocation of funds from a \$250 donation made by the Town to Girl Scout’s Camp Laurel in 2007. Originally the funds were to be used to make improvements to the shower house at Camp Laurel, but the Council would like to instead use the funds to improve the Troop House. Okonuk had no objections to the change on one condition. The original plan included a recognition plaque to be placed in the shower house, and she would like the plaque moved to the new location. **Motion made by Okonuk, seconded by Bendoraitis to redirect the \$250 donation from 2007 to use as they see fit, so long as the recognition plaque is included in the new location. Vote: Yes, unanimous.**

6.14 **Motion made by Okonuk, seconded by Finelli to sign a Resolution honoring African American Revolutionary War Patriots of Lebanon, at the request of Alicia Wayland, Town Historian on behalf of Maurice Barboza of the Liberty Fund D.C. Vote: Yes, unanimous. (See attached).**

6.15 **Motion made by Okonuk, seconded by Finelli to sign a Proclamation honoring Alex Paris for achieving Eagle Scout status. Vote: Yes, unanimous.**

6.16 **Motion made by Bendoraitis, seconded by Finelli to sign a Resolution authorizing the First Selectman to execute a contract on behalf of the Town of Lebanon with the Connecticut Department of Public Safety, for the services of one Resident State Trooper for the period of July 1, 2011 to June 30, 2013. Vote: Yes, unanimous.**

6.17 Selectmen reviewed YTD TIP expenditures for FY 2011-12. Okonuk explained that she had reviewed the criteria for charging expenses to the TIP account and then assisted by the Finance Director moved several small expenses from TIP to other more appropriate operating accounts. This account will be reviewed on a regular basis and Okonuk will present this data to the Board of Finance this week with the recommendation that B of F receive and review YTD TIP reports quarterly.

7.0 Old Business

Motion made by Okonuk to add Item 7.1 to the agenda under Old Business to: Discuss and act upon soil sampling of the William's property for potential cemetery use. Vote: Yes, unanimous.

7.1 Okonuk explained to the Selectmen that the Cemetery Commission has authorized the Board of Selectmen to proceed with soil sampling of the William's property to determine if the soils were appropriate for consideration as a future cemetery site. Selectmen felt more information was needed in regard to this request so no action was taken until that data was made available.

Details were not available in time for the meeting however, so the item was tabled until the next Special Meeting on June 14, 2011.

8.0 Appointments/Reappointments to, and Resignations from, Boards, Commissions and Committees

8.1 Motion made by Bendoraitis, seconded by Finelli to appoint Ellen Bauwens to the Commission on Aging, filling the vacancy left by the passing of William Lang, term to end 2/1/2013. Vote: Yes, unanimous.

9.0 Motion made by Bendoraitis, seconded by Finelli to approve the Tax Refunds for May 2011 as follows:

Tax Refunds – May 2011	Amount
Pritchard, Herbert	\$90.91
McElroy, Patrick J. & Carla A.	\$120.60
McElroy, Patrick J. & Carla A.	\$122.40
Morrill, Jacqueline A.	\$101.00

Vote: Yes, unanimous.

10.0 Financial Reports

No reports were available for discussion but Selectmen will review with Finance on Thursday evening.

11.0 Motion made by Finelli, seconded by Bendoraitis to adjourn at 7:45 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman